



***The Abbotsford School District is located on the traditional and unceded territory of the Stó:lō people, the Semá:th First Nation and Mathxwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.***

### **Why Abbotsford?**

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

### **Why the Abbotsford School District?**

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We provide a workplace that fosters creativity, inspires excellence, and challenges everyone to embrace growth.

Working in public education is both challenging and rewarding, but at the Abbotsford School District we truly believe that every one of our employees has the opportunity to help children learn, grow, and succeed.

### **Position Summary**

Reporting to the Director of Facilities and Transportation, the Manager, Electrical will be responsible for overseeing and supervising preventive maintenance programs, repairs and upgrades of the district facilities regarding electrical, electronics and life safety systems. This position will be highly involved in capital projects from inception to completion.

This position currently has 2 direct reports: Foreman Electrical and Foreman Electronics and oversees the work of hired contractors.

### **Responsibilities**

Under the general direction of and in consultation with the Director of Facilities and Transportation, the Manager, Electrical, is directly responsible for the following activities:

- Assign and supervise staff, delegating the appropriate responsibility to the foreman.

- Assist in the preparation of project and departmental budgets; document all relevant information and prepare formal reports/studies as required.
- Maintain responsibility for the standards of maintenance/repair and construction/renovation work performed by the staff, ensuring that all work performed is in accordance with district policies, procedures, and standards and that all such work is in accordance with related regulations and codes.
- Establish and maintain preventive maintenance programs, logs, and records.
- Establish regularly scheduled inspections of work performed, ensuring proper workmanship and that assignments are completed with efficiency and effectively as per identified standards and specifications.
- Assist in determining and establishing detailed specifications for equipment, materials and supplies and submit requisitions for approval and purchasing well in advance of needs; verify that the equipment, materials, and supplies received conform to established specifications as ordered.
- Maintain direct responsibility for the comprehensive assessment of maintenance/repair required, including time, materials and labor cost estimates and the scheduling, control and direct supervision of labor performed. Maintain a thorough knowledge of district facilities and operations.
- Participate in the recruitment, discipline and formal performance evaluations of staff as required.
- Maintain a working knowledge of the work in progress, making the appropriate adjustments as required ensuring all projects are completed in a timely manner in accordance with established policies, procedures, regulations, and codes.
- Assist in preparing and implementing new and amended policies and procedures; maintain a working knowledge of policies, procedures, regulations, and codes related to the position; maintain a working knowledge of operational/personnel policies, procedures, and regulations of the district.
- Participate in the budgeting process; attend and participate in departmental management meetings.
- Provide guidance, coaching and training to employees as needed.
- Supervise, Foreman Electrical, and Foreman Electronics and staff to develop and implement both long-term and short-term plans regarding buildings, system maintenance, as well as upgrades.
- Responsible for managing emergency pager “on call” staff, as well as security monitoring company and security runner service.
- In cooperation with purchasing department, tender and manage contracts with consultants, engineers, and outside contractors for energy management projects.
- Maintain life safety systems, fire alarms, intrusion alarms, PA systems, emergency lighting.

- Perform other related duties as may be assigned by the Director of Facilities and Transportation.

## **Qualifications**

The incumbent will have a current trade qualification or equivalent, in Electrical (Red Seal Electrician); 5 years' recent management experience in a related setting, and with demonstrated knowledge and understanding of electrical, security and life safety systems as well as the following:

- Valid Class 5 British Columbia driver's license.
- Successful completion of supervisory and/or management skills courses, and/or the willingness to take courses as required.
- Field Safety Representative (FSR) Certification
- Knowledge and experience with life cycle analysis.
- Experience in strategic planning, budgeting, developing goals, and identifying measurable objectives.
- Experience with tendering and/or management of contracts.
- Working knowledge of school district facilities and maintenance practices.
- Working knowledge of technical drawings, blueprints, sketches and building plans.
- Working knowledge of provincial and municipal regulations and fire codes.
- Proven ability in computer operation and experience, including working with Microsoft Word, Excel, Windows, and a computerized maintenance work order system. Ability to learn other computer software programs.
- Working knowledge of WorkSafe BC Occupational health and safety regulations and the demonstrated ability to work in a way that recognizes and supports personal safety and others' safety.
- Proven ability to establish and maintain effective working relationships with all internal and external contacts.
- Ability to use tact and discretion and maintain confidentiality.
- Positive interpersonal and leadership skills, and the ability to develop teams and foster an environment which promotes teamwork and growth.
- Ability to explain complex or simple concepts and communicate clearly to others.
- Ability to resolve conflict situations positively.
- Understanding and awareness of cultural diversity.

- Proven ability to communicate effectively both orally and in writing, and to provide excellent customer service to the public and to the School District in a professional, respectful, positive, and courteous manner.
- Proven ability to express ideas effectively both orally and in writing; some experience in the preparation of formal reports, oral/written presentations, and statistical analyses.
- A passion for energy conservation.

Qualified applicants are invited to apply online on Make a Future at <https://buff.ly/3Y9DdVK>.